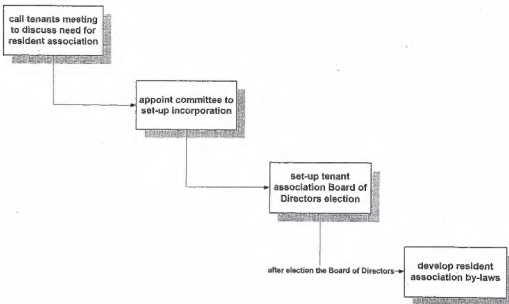


**SAMPLE  
TENANTS ASSOCIATION BY-LAWS**



## STEPS IN THE RESIDENT ASSOCIATION DEVELOPMENT PROCESS

**CONSTITUTION AND BY-LAWS  
OF THE  
SAMPLE TENANTS ASSOCIATION**

**ARTICLE I  
NAME**

The name of this organization shall be the Sample Tenants Association. This organization shall be a non-profit organization.

**ARTICLE II  
PURPOSE**

The purpose of this organization shall be to:

1. improve the living conditions of residents of the Sample housing development;
2. develop and maintain a cooperative relationship with the Housing Authority of the Township of Sample that would assist the Sample Tenants Association maintain a desirable standards of living within the development;
3. organize residents around issues and concerns that affect their daily lives and promote their increased participation in the solving of such problems;
4. sponsor educational, cultural, recreational and other programs for the residents that will increase their ability to find solutions to problems within the development.
5. encourage resident participation in community life;
6. train potential leaders;
7. initiate new services as needed to enrich the lives of the residents;
8. welcome new residents and help them become involved in community activities;

9. promote the involvement of residents in the selection and implementation of social services programs, such as, job training, day care and health services; and

10. work to provide expanded opportunities for residents participation in property management affairs and in programs designed to strengthen the self-sufficiency of Sample residents.

### **ARTICLE III MEMBERSHIP**

Any resident legally on the lease of a unit in the Sample Development who is eighteen (18) years of age or older is a member of the Tenant Association. Only members of the Tenant Association will be permitted to vote at Tenant Association meetings.

### **ARTICLE IV FISCAL YEAR**

The fiscal year for the Sample Tenants Association shall be October 1 through September 30.

### **ARTICLE V MEETINGS**

This section will describe the responsibilities of General Membership, Annual Meetings and Special Meetings. Election Meetings will be described in detail in Articles V and VI.

**GENERAL MEMBERSHIP MEETING** - General membership meetings of the organizations shall be held monthly at the call of the President. General membership meetings shall be open to the public, but voting will be restricted to the membership of the Tenants Association. Resident shall be notified of meeting at least 3 days before the meeting. No meeting shall be scheduled on a religious or legal holiday.

**ANNUAL MEETING** - an annual meeting will be held during the month of April each year. At this meeting the annual report to the resident will be presented. In those years where an election of Tenant Association Board members has been held the annual meeting shall include the installation of those elected.

**SPECIAL MEETING** - Special General Membership meetings maybe called by the Tenant Association President, by the written request of three Board members, or upon the written request of twenty (20) resident members.

## **ARTICLE VI REPRESENTATIVES AND THEIR ELECTION**

**ELECTED REPRESENTATIVES** - the Board of Directors of the Tenant Association shall consist of nine elected representatives drawn from the membership of the Tenant Association. The term of office for all elected members of the Board of Directors shall be three years.

**QUALIFICATIONS** - Legal residents who are eighteen (18) years of age or older and legally residing within the development for at least two years, current in their rent, and has obtained signatures equivalent in number to at least five (5) percent of the units in the development are eligible to run for a position on the Sample Board of Directors. Potential candidates must present certification from the HATI as to their satisfaction of these requirements.

## **ARTICLE VII ELECTION OF BOARD OF DIRECTORS OFFICERS AND MEMBERS-AT-LARGE**

**STRUCTURE** - the Sample Tenants Association Board of Directors consist of nine (9) members. Five (5) members shall be elected as officers of the Board of Directors and four (4) members elected as Members-at-Large.

**OFFICERS** - the elected officers of Sample Tenants Association shall be President, 1st Vice President, 2nd Vice President, Treasurer, and Recording Secretary.

**ELECTION OF OFFICERS** - officers will be elected by position based on the number of votes received. Individuals must run for specific offices, if after the election there are vacant positions because no person ran for the office, the Board at its first meeting must appoint individuals to fill those vacancies. Officers may succeed themselves.

**TERM OF OFFICE** - all Board of Directors's members shall serve for a period of three years. Beginning in March 1998, the date of the next election, all members will be up for election. The next election will be in March 2001, and every three years thereafter.

## **ARTICLE VIII**

### **DUTIES OF THE OFFICERS AND AT-LARGE MEMBERS**

**PRESIDENT** - it shall be the duty of the President to preside at all meetings of the Board of Directors, general membership, and the Executive Committee. The President shall set the agenda for the Board of Directors meetings and the general membership meetings. The President will make the annual report to the membership of the Tenants Association at the Annual Meeting. The President shall sign all organizational checks and have the checks co-signed by the Treasurer or a designated member of the Finance Committee. The President may sign all contracts, agreements and legal documents with the consent of the Board of Directors

**1st and 2nd VICE PRESIDENT** - it shall be the duty of the Vice Presidents to coordinate the activities of the committees assigned to them and to supervise the chairperson of said committees. In the absence of the President or when so designated, the 1st Vice President shall perform the duties of the President. In case of the absence of the President and the 1st Vice President, the 2nd Vice President shall perform the duties of the President.

**TREASURER** - it shall be the duty of the Treasurer to collect, receive and place the funds in the organizations checking account. The Treasurer shall be the custodian of all organizational funds. The Treasurer shall be bonded in a sum as designated by the Board of Directors. The Treasurer will be the custodian of the organizations's checkbook. The Treasurer will prepare checks upon the presentation of a duly authorized voucher and resolution. The Treasurer, if so authorized by the Board of Directors, shall co-sign checks with the President. The Treasurer shall submit a written financial report at all meetings of the Board of Directors and at the general membership meetings. The Treasurer shall serve as a member of the organization's Finance Committee. The Treasurer is responsible for identifying bills to be paid in their fiscal report. The Treasurer shall issue receipts, and maintain an up-to-date record of payment and delinquencies. All financial records shall maintained at the Tenants Association's office.

**RECORDING SECRETARY** - it shall be the duty of the Recording Secretary to keep a record of the preceding of the meetings of the membership and the Executive Committee. The Secretary shall be the custodian of all reports belonging to the organization, including the annual reports of the President and the committee chairpersons. All records shall be maintained at the Tenants Association's office. The Recording Secretary shall keep an accurate membership file. The Recording Secretary shall also receive, date and distribute all organizational incoming mail.

## **HOLLYWOOD KNICKERBOCKER TENANT ASSOCIATION PROVISIONAL BY-LAWS**

### **ARTICLE I. NAME**

The name of the organization shall be the Hollywood Knickerbocker Tenant Association.

### **ARTICLE II. PURPOSE**

Section 1. Generally the organization shall:

A) Hold meetings of the tenants to discuss ideas and suggestions and develop and implement plans which serve the goal of making the keeping the Hollywood Knickerbocker Apartments safe, decent and affordable for very low income tenants.

B) Act as the bargaining agent with the apartment owners, managers and HUD on issues which affect residents.

C) Ensure tenants are not unjustly nor unfairly evicted nor harassed.

D) Promote legislation and government action (local, state and national) beneficial to very low income tenants.

### **ARTICLE III. MEMBERSHIP**

Section 1. Eligibility. All residents will be eligible to be members, except for any resident in the full or part-time employ of the apartment owner or manager or the US Department of HUD. Any member entering into such a position shall immediately resign from the organization and responsibly relinquish all tasks, materials and information.

### **ARTICLE IV. MEMBERSHIP MEETINGS**

Section 1. Meetings. Meetings of the Hollywood Knickerbocker Tenant Association may be called at any time by the Tenant Board and shall be called by the Secretary upon written application of three or more members.

Section 2. Notice. Notice of meetings shall be posted on the bulliten board at least 24 hours in advance. Notice of any meeting may be waived by any member, in writing, before or after any meeting.

Section 3. Quorum. 12 members shall constitute a quorum for carrying out the business of the organization.

Section 4. Powers and Responsibilities of Memebership Meetings. At membership meetings, members shall,

- A) Elect Tenant Board members.
- B) Vote on the adoption of these bylaws and any amendments to these bylaws.
- C) Keep and publish action minutes of each meeting, including number of members present at each meeting.
- D) Receive reports from the Tenant Board, the Secretary, and all committees.
- E) Set the overall policy of the Association through resolution and motions on activities.

Section 5. Voting. Participation and Procedure.

- A) Each member shall have one vote.
- B) The Chair shall rotate among the members of the Tenant Board.
- C) Meetings shall follow the "Key Rules of Parliamentary Procedure."

## **ARTICLE V. TENANT BOARD**

Section 1. Composition. The Tenant Board shall consist of seven members of the association elected by the membership.

Section 2. Eligibility. Any member shall be eligible to serve as a Tenant Board Member.

Section 3. Terms of Office.

- A) Tenant Board members shall be elected for three years terms.
- B) Intial elections shall take place at the same time as the adoption of these bylaws. In the intial election 3 members will be elected for 3 year terms, 2 for two year terms and 2 for 1 year terms so as to stagger future elections.



C) Any vacancy on the Tenant Board shall be fill by appointment by the Tenant Board at its next meeting.

D) Those members who fill a vacancy will serve until the next election.

## ARTICLE VI. TENANT BOARD MEETINGS

Section 1. Meetings. The Tenant Board may meet as often as necessary, but shall meet at least once a month.

Section 2. Notice. Each Tenant Board member shall be given timely notice by phone or in writing.

Section 3. Quorum. One-third of the members of the Tenant Board shall constitute a quorum for conducting business.

Section 4. Procedure. The Tenant Board may adopt any procedure not inconsistent with these bylaws.

Section 5. Duties. The Tenant Board shall:

- A) Manage the affairs of the Association between membership meetings.
- B) Develop and recommend policy and program for the Association.
- C) Coordinate the work of the various committees of the Association.
- D) Report to every meeting of the membership on its activities.
- E) Represent the Association before the apartment owner, manager and HUD.

Section 6. Facilitation of Meetings. The same procedure for facilitation of membership meetings will apply to Tenant Board meetings.

## **ARTICLE VII. SECRETARY**

Section 1. Selection. The Secretary shall be a volunteer confirmed by the majority of the Tenant Board.

Section 2. Duties. The Secretary shall:

- A) Record the minutes of all general meetings and Tenant Board meetings.
- B) Make the Tenant Board's report at general membership meetings.
- C) Receive all Association mail, and turn it over to the concerned group or person.
- D) Handle all filing for the Association.
- E) Compose and/or send any correspondence directed by motion of the membership of the Tenant Board or as otherwise required.

## **ARTICLE VIII. COMMITTEES**

Section 1. Forming Committees. The Tenant Board or membership shall form committees on its own or as directed by membership at general meetings, to carry out the activities of the Association.

Section 2. Committee Membership. Any member shall be eligible to sit on any committee.

Section 3. Duties of Committees.

- A) Meet as often as is necessary to carry out their duties.
- B) Make recommendations to the Tenant Board and the general membership meetings.
- C) Carry out assigned tasks.
- D) Report to every regular membership meeting on their activities and to the Tenant Board on request.

# ARTICLE IX. BYLAWS

Section 1. Adoption. These bylaws shall be adopted by a majority vote of the members at the first duly constituted meeting of members.

Section 2. Review. These bylaws shall be provisional and shall be reviewed and revised six months after their adoption, by the general membership.

Section 3. Amendments. Amendments to these bylaws shall be made by a majority vote of members present and voting at a duly constituted meeting of the membership, provided that every member has received at least five days notice of the changes being considered.

**AS A MEMBER OF THE KNICKERBOCKER TENANT ASSOCIATION, I  
HEREBY ACCEPT THESE BYLAWS AND IN DOING SO AUTHORIZE THE  
ASSOCIATION AS MY BARGAINING AGENT WITH THE APARTMENT  
MANAGERS AND OWNERS AND THE DEPARTMENT OF HOUSING AND  
URBAN DEVELOPMENT.**

SIGNATURE

NAME

APT. #

PHONE #